

# Accounting and Finance Record Retention Plan

Updated 6/16/2008

Type of Record	Description	Retention Period	Person Responsible	Format	Location Database - Permanent
Accounting	Great Plains: General Ledger, A/P, A/R, Sales, Banking, Inventory	Permanent	Acct Supervisor	Electronic	Server +Live Vault backups
Payroll	ADP Payroll	Permanent	Acct Supervisor	Electronic	Server + ADP site
Accounting	Journal Entries	Six years	Acct Supervisor	Hard copy	Two years on-site/four years off-site
<del>Acct Supervisor</del> Accounting	Fixed Asset system & Depreciation	Permanent	Acct Supervisor	Electronic	Server + backups
Budget	Budget system	One year	Acct Supervisor	Electronic	Server + backups
Banking	Bank deposit slips, statements & reconciliations	Six years	Acct Supervisor	Hard copy	Two years on-site/four years off-site
Cash Receipts	Orig. source docs by batch number	Six years	Acct Supervisor	Hard copy	Two years on-site/four years off-site
Dues	Dues billing & payment records,	Six years	Acct Supervisor	Hard copy for years before 2006,	Two years on-site/four years

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	and various reports			electronic thereafter	off-site + server
Dues	Final year-end balances reports & Prior year-end balances reports	Permanent	Acct Supervisor	Electronic	Server
Financial	Final Annual Year-End Department and Section Financial Stmts	Permanent	Acct Supervisor	Electronic	Server
Financial	Audited financial statements & report	Permanent	Acct Supervisor	Electronic	Server
Accounting	G/L Acct Analysis (Excel files)	Three years or until year audited	Acct Supervisor	Electronic	Server
Payables	Vendor invoices paid	Six years	Acct Supervisor	Hard copy	Two years on-site/four years off-site
Payables	Asset purchase documents	Six years or until scanned	Acct Supervisor	Hard copy and electronic	Two years on-site/four years off-site
Payables	Various reports from Add-On accounting system	2002, 2003 until these are six years old	Acct Supervisor	Hard copy	Offsite
Payables	PERS monthly remittance and	Permanent	Acct Supervisor	Hard copy (older) and electronic	Server and Acctg fileroom

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	contrib. detail reports				
Payables	Various system reports	Six years	Acct Supervisor	Electronic	Server
Payroll	Employee files supporting deductions and pay changes	Seven years	Acct Supervisor	Hard copy	Two years on-site/four years off-site
Payroll	Timesheets, Exempt time-off reports, Wage & Earnings registers	Seven years	Acct Supervisor	Hard copy	Two years on-site/four years off-site
Payroll	Annual W-2 forms	Permanent	Acct Supervisor	Hard copy (older) and electronic	Server and Acctg fileroom
Budget	Final annual OSB Budget report	10 years	CFO	Hard copy	On-site
Economic Survey	Survey of economic matters of members	Permanent	CFO	Electronic	Server